

-Vacancy Announcement –

The Housing and Community Development Authority is accepting resumes for a Community Programs Monitor position in the Community Programs Department.

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Taura Edwards at TaEdwards@ihcda.in.gov and Lynell Westbrook at LWestbrook@ihcda.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 590126 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and applications are being accepted until further notice.

Please see next page for job description.

Title	Community Programs Monitor	Exempt
Reports to	Community Programs Manager	Date last revised: 5/19/14
Supervises	N/A	
Summary	The Community Programs Monitor contributes to fulfilling IHCD's mission by helping the department meet strategic and annual goals. The Monitor oversees sub-grantee monitoring, provides training and technical assistance, and oversees external monitoring conducted through professional services contracts. The Monitor also conducts sub-grantee compliance training and responds to policy and procedural inquiries from sub-grantees.	
Evaluation of performance	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners; demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCD and its associated governing entities. Evaluation will also be based on a review of the work profile created annually.	

<p>Key outcomes expected</p>	<p>Ensure federal and state regulatory requirements are being consistently and effectively monitored under the following programs:</p> <ul style="list-style-type: none"> • Community Services Block Grant - Health and Human Services • Low Income Home Energy Assistance Program - Health and Human Services • Low Income Home Energy Assistance Program -State of Indiana <p>Meet regularly with the Community Programs Manager to ensure sub-grantee compliance of policies and procedures as well as successful delivery of programs of sub-grantees.</p> <p>Maintain positive and successful working relationship with all members of the Community Programs staff as well as local service providers.</p> <p>Assist with grants and contracts to sub-grantees and professional services contractors including reviewing requests for proposal.</p> <p>Monitor professional services contractors' progress and performance to ensure services conform to contract requirements.</p> <p>Manage the sub-grantee monitoring process including writing and distribution of monitoring notices, conducting onsite visits or desktop reviews, timely reporting and responses, tracking, follow up correspondence, and corrective action plans.</p> <p>Conduct comprehensive administrative reviews for at least 11 sub grantees of the Community Services Block Grant annually.</p> <p>Analyze monitoring results from monitoring reports and identify trends in findings and concerns that will assist in training and technical assistance.</p> <p>Monitor no more than five percent of client eligibility files reviewed by the selected monitoring contractor for the Low Income Home Energy Assistance Program annually.</p> <p>Evaluate the appropriateness and proper application of sub grantee cost allocation plans.</p> <p>Provide training and technical assistance to sub grantees, as established by regulations, policies, and laws related to the administration of the programs.</p> <p>Represent IHCD and Community Programs on external committees, at sub-grantee events, trainings, conference calls and webinars and at national organizations events.</p> <p>Develop and maintain a monitoring plan for CSBG and LIHEAP programs.</p> <p>Create external and internal standard operating procedures for monitoring and compliance as needed for CSBG and LIHEAP programs.</p> <p>Work with IHCD management as needed to develop funding strategies and update monitoring protocols.</p> <p>Assist with the development of state plans for the Community Services Block Grant and Low Income Home Energy Assistance Program.</p>
<p>Critical skills, knowledge, and behaviors</p>	<p>Highly collaborative style, and highly functional working with a variety of individuals with diverse backgrounds, education, and economic levels.</p> <p>Strong track record as an implementer who thrives on managing a variety of high priority initiatives concurrently. Excels at juggling multiple requests under time and resource pressures, while</p>

	<p>remaining flexible to changing assignments and agency priorities.</p> <p>Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives.</p> <p>Able to prioritize, organize tasks and time, and follow up and perform responsibilities efficiently and timely.</p> <p>Strong attention to detail and follow-through.</p> <p>Demonstrates a high level of problem-solving ability, with ability to think logically and analytically.</p> <p>Demonstrates exceptional communication and interpersonal skills, with an ability to influence and persuade across IHCD.</p> <p>Demonstrates exceptional writing and editing skills.</p> <p>Demonstrates strong presentation skills in the following environments: via large and small group in person presentations or trainings, via webinar or conference call formats and via online training modules.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>Able to maintain confidentiality of agency information.</p> <p>Demonstrates customer service orientation.</p> <p>Possesses business related computer skills including Microsoft Word, PowerPoint, and Internet usage (e-mail). Knowledge and experience in public or government contracting, employment law, grant management, not-for-profit, community development, or corporate law and other similar areas.</p>
Education, experience, degrees, licenses	<p>Bachelor's degree in business, public administration or related field.</p> <p>At least 2-3 years working with non-profit or governmental organizations</p> <p>Experience working with monitoring and/or compliance issues preferred.</p> <p>Experience working with federal grant funding preferred.</p>
Work environment and physical demands	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Employee is required to visit off-site locations through the State of Indiana throughout the year at least 50-75 percent of the time.</p>